

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 3/10/20



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- Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State             Travel In State             Approvals  
                     Termination                       Legal Matters             Other:  
                    This action request pertains to  Elementary (only)     High School/District Wide
- 

**Date:**        3/3/20

**To**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:** **Tonia Tatsey**  
                    Title:    KW Vina Principal

**Subject: Contract Service Agreement for Third Writing Assessment 2019-2020**

**Description:** Lavada Pilling will hand score the Kindergarten and 1st grade-3rd Writing Assessment after it is administered the third week of April 2020 to all Kindergarten and 1st grade students at KW Vina Elementary.

**Financial Impact:** \$200.00 (\$25.00 x 24 hours plus 18% fringe)

**Funding Source (Budget/grant, etc.):** 115.90.494.2100.120.120 WIDA

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** March 10, 2020

**Board Approval:** \_\_\_\_\_.

**Contractor:** Lavada Pilling

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
P.O. Box or Street Address    City                      Browning,    MT                      59417  
State                      Zip

**Type of Project/Service** (be specific): Contractor will hand score the Kindergarten and first grade students 3rd Writing Assessment after it is administered the third week of April 2020.

**Contracted Dates:** April 2020

Rate per hour/per day: \$25.00 x 8 hours = \$200.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): fringe @ 18% = \_\_\_\_\_

**Total Project Cost** = \$200.00

**Contract to be paid from:**

[115.90.494.2100.120.120 WIDA](#)

**Independent Contractor:**

Submit invoice on completion

Other \_\_\_\_\_

Employee:

Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
Rebecca A. Rappold

**Principal/Supervisor**

\_\_\_\_\_  
**SSN/Federal ID Number/EIN**

\_\_\_\_\_  
**Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

**White – Contractor**

**Yellow – Business Office**